Note 1: RFI numbering system could be different for subcontractors, prime contractor, engineering home office and client. See example on next page

Note 2: RFI can be originated by anyone on site and can only be submitted by "RFI Coordinator Training" received personnel.

However, RFI should be assessed by subcontractor's project engineering team (single point of contact on site) before it is submitted to CMT Field Engineer /Home Office Design Engineering or client.

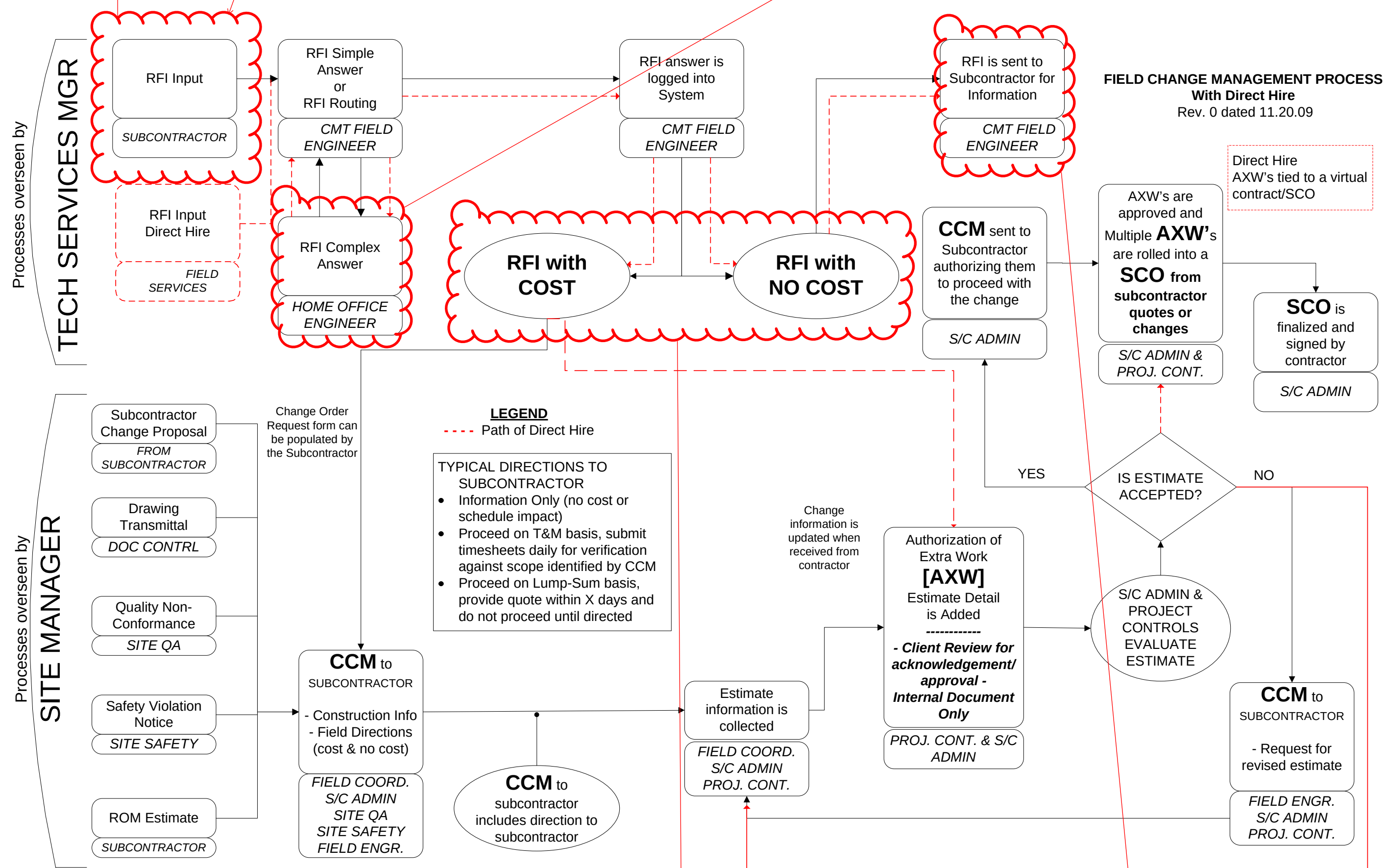
RFI can be rejected or sent back to originator for additional information along with explanation anytime during this process.

RFI (Request For Information)

Note 3: Single point of contact from CMT Field Engineer /Home Office Design Engineering or client distribute to people who are available or who has the most knowledge on that subject.

RFI can be rejected or sent back to originator for additional information along with explanation.

Submit RFI (Request For Information) Introduction and Instructions



Note 5:

Subcontractors Field Engineering Team Cost/Schedule Review can be different than CMT Field Engineering Cost/Schedule Review.

Note 4: Distribution List @ Subcontractor's end.

Subcontractors Field Engineering Team Maintains a "Distribution List" in this Web Based tool. Once the RFI is responded by CMT Field Engineer, RFI goes back to single point of contact from "Subcontractor's Project Engineering Team for Cost/Schedule Review.

Note 1.

SUNCOR ENERGY	**REQUEST FOR INFOR**
	Originator fields are ***RED*** and ***italic*** text, RFI Resp
Suncor RFI #:	**03-00025-01-20-C0-RFI-64-P-2724 Rev 1**
Originator RFI #:	JVD_5170-RFI-486

Section Explanation:

To Submit a RFI, we need to implement the following steps:

1. Select Project
2. Create RFI
3. Enter RFI Core Information
4. Enter RFI Notes
5. Enter RFI Impact
6. Enter Courtesy Copies
7. Attach Files
8. Assign W
9. Save RFI
10. Notification Sent/Received

Legend Key

Bold	Converge Field or Menu Item		Select
	Special Note		

1) Select your project from the **Portfolio view.**

Enter will take you directly to the project data and Edit will display the Project's general information.

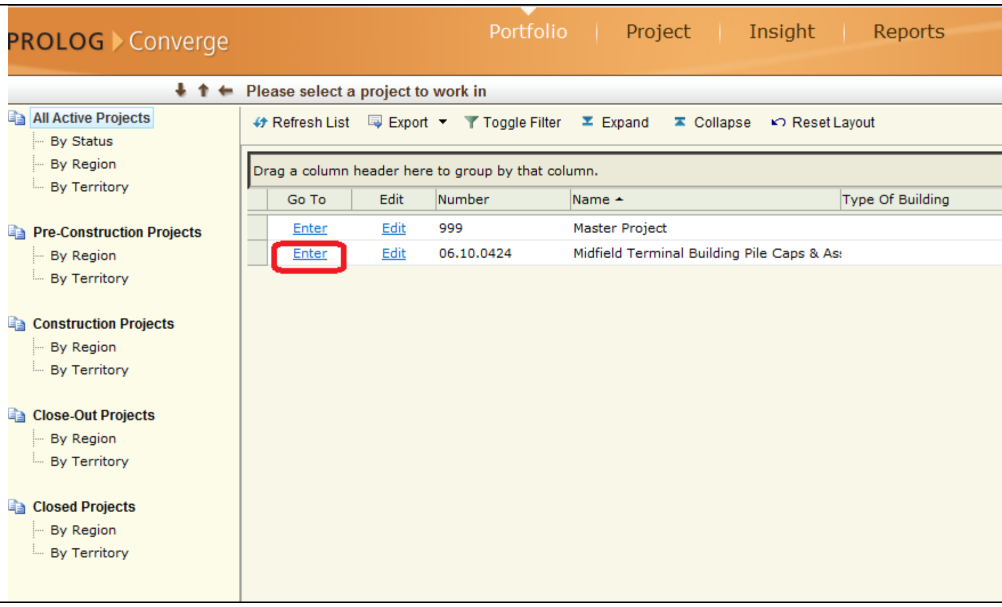


Figure 1.0

2) Select **Create** from The Document Control RFIs Menu

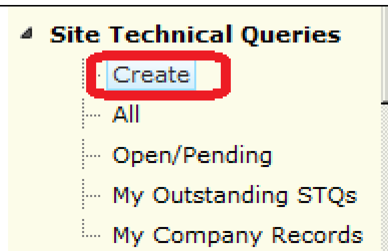


Figure 2.0

3) Enter RFI Info

Enter the following fields: **Subject**, **Importance**, **Discipline**, **Category**, **Author Number** (if applicable), **Question** (Click Add/View Comments…)

The following field will be auto-populated:
Number,
Date Created
Date Required,
Author Company,
Authored By

Several fields may be read-only depending on your permissions

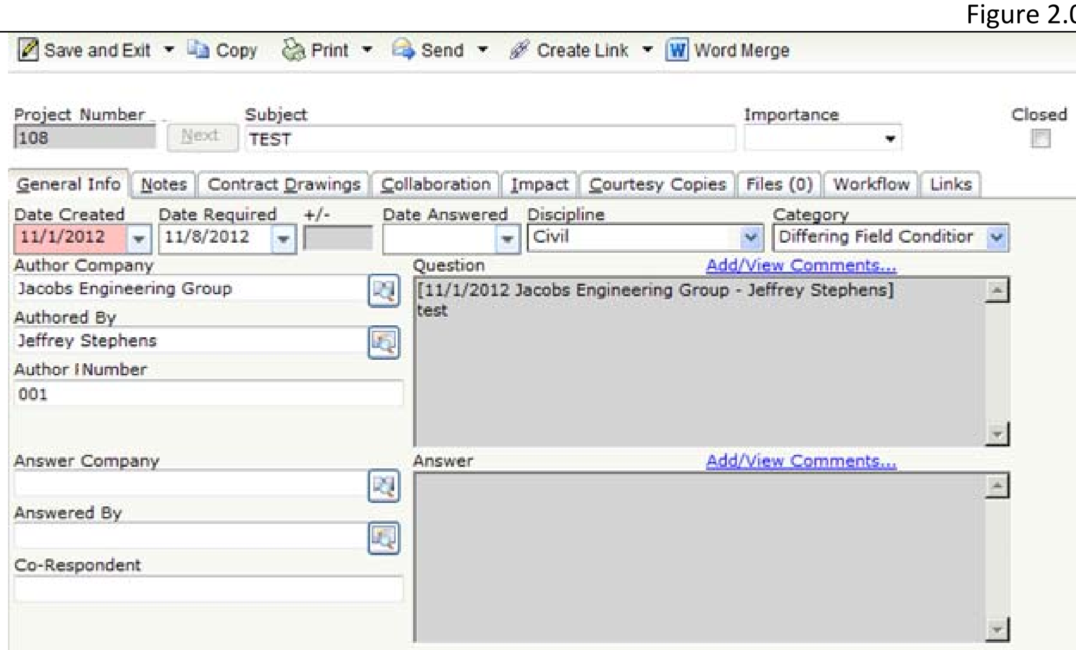


Figure 3.0

4) Enter Notes

Select the Notes Tab. Enter the **Suggestion**, **Spec Section**, and **Sketch** Numbers

Note:
1. Click the Add/View Comments to add the suggestion.
2. Comments may be read-only or not visible

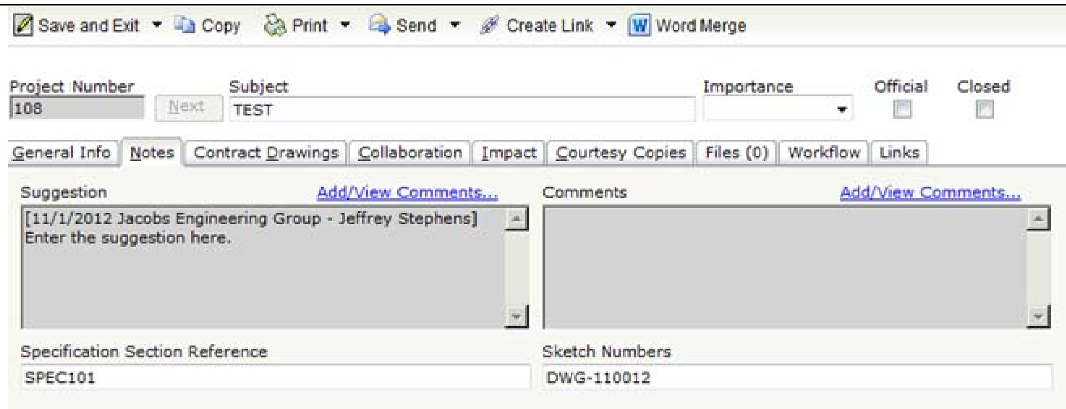


Figure 4.0

5) Enter Impact

Select the Impact Tab:

Enter **Cost Impact**
Note: If you enter Yes please enter an amount and comments.

Enter **Schedule Impact**
Note: If you enter Yes please enter the number of calendar days and comments.

Enter **Drawing impact**
Note: Please update the comments and check the Drawing update if applicable.

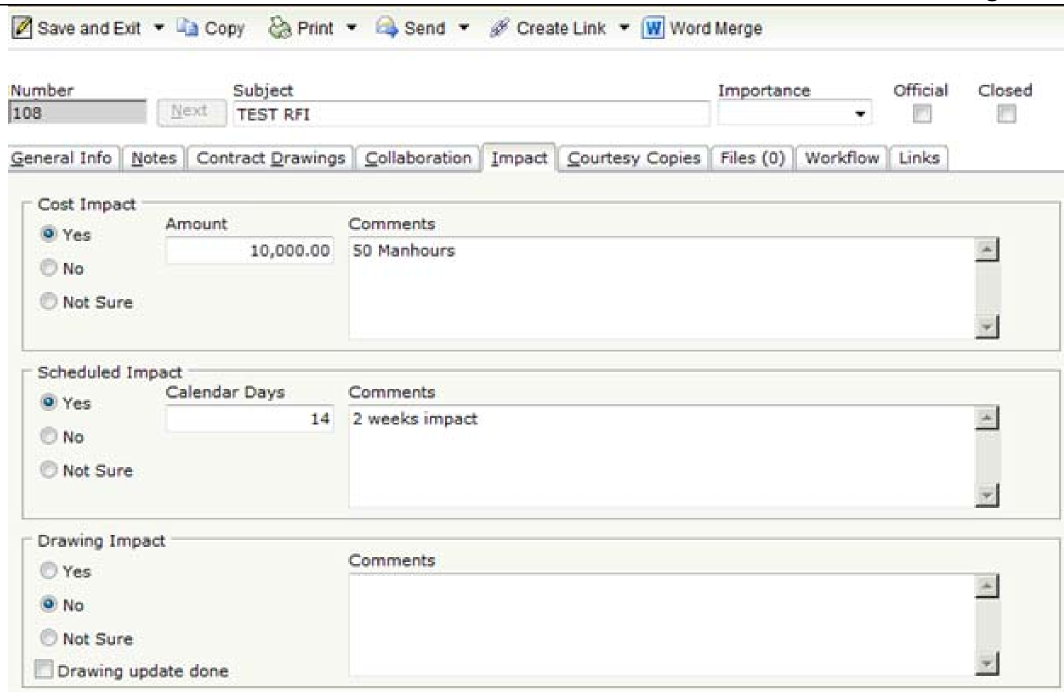


Figure 5.0

6) Enter Courtesy Copies

Select the Courtesy Copy tab: Add Contacts individually by clicking the **New** button and selecting or typing the contact name.

Suggested: Click the **Add** button.

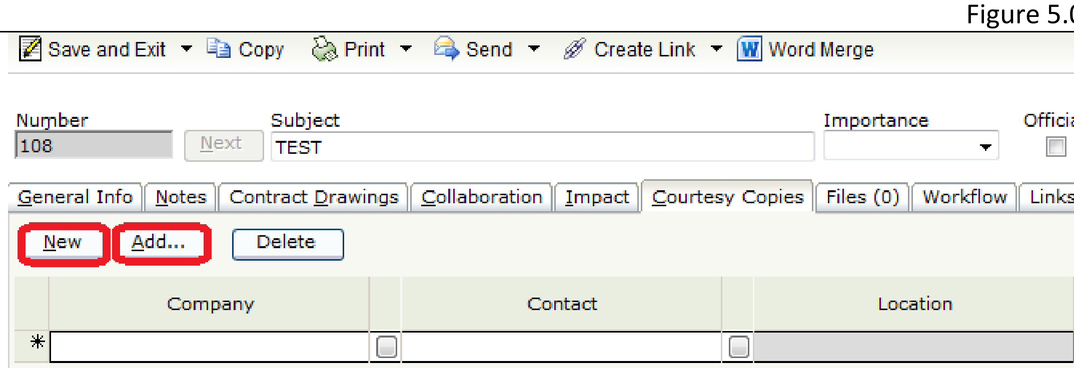


Figure 6.0

Clicking the Add Button will open the Contact Search for users or use the distribution list.

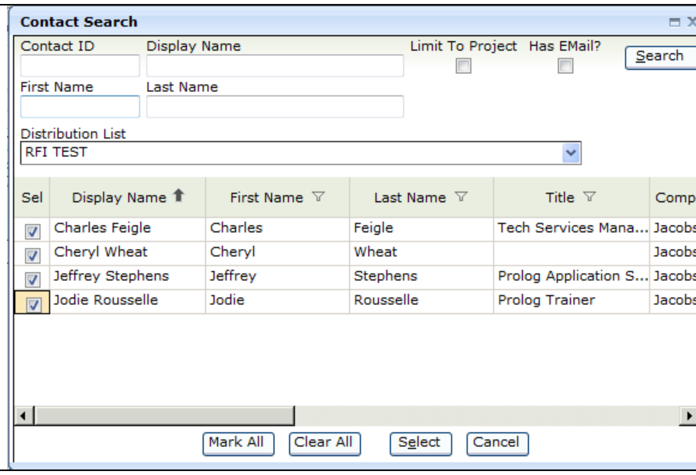


Figure 6.1

7) Attach Files

Select the Files tab:
The most effective way to add files it to use the **Quick Upload** function. You can also select **Attach Upload** function and the Document Manager will display.

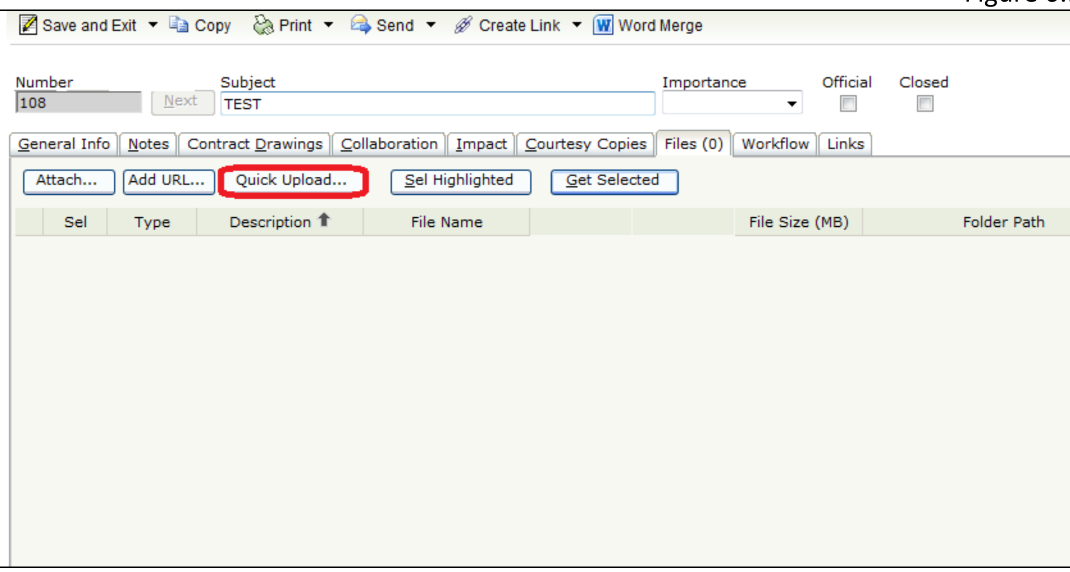


Figure 7.0

Select the **Browse** button.

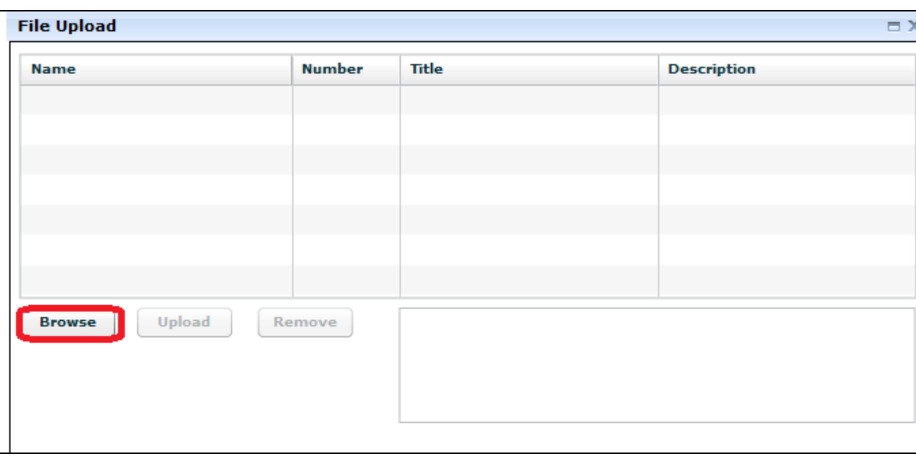
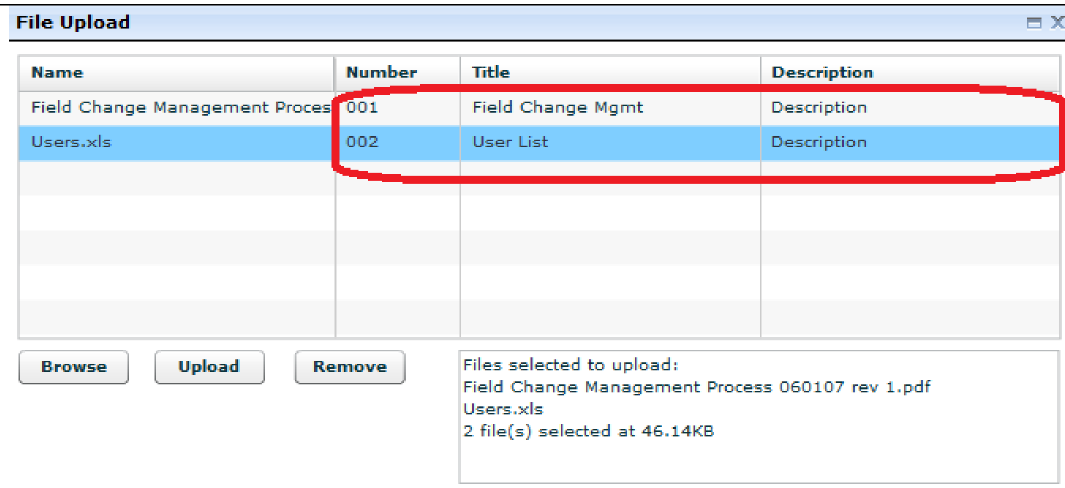
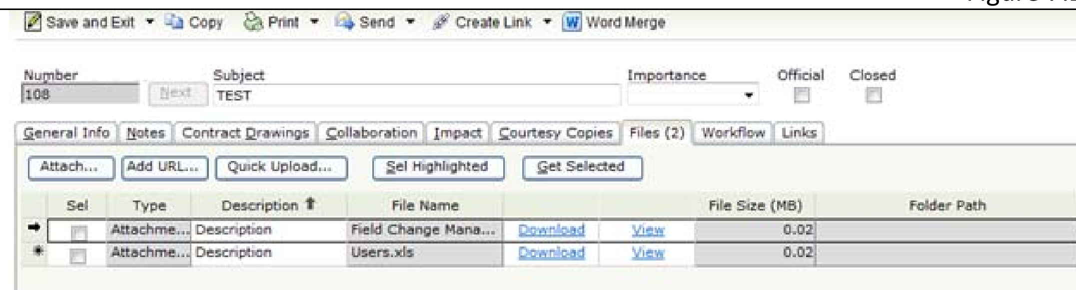
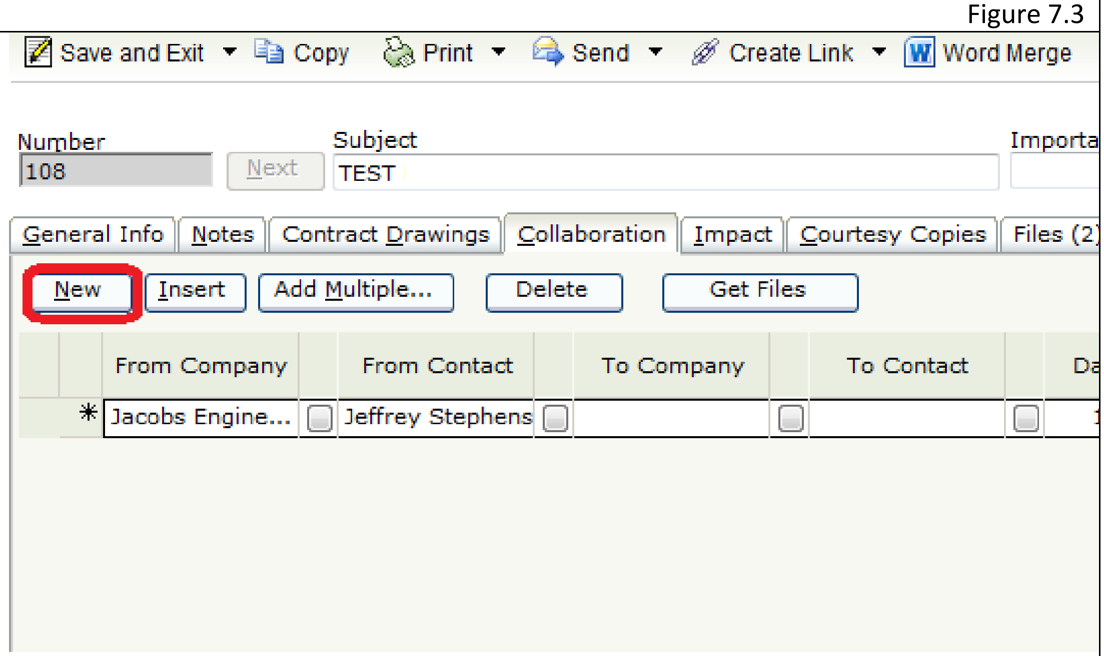


Figure 7.1

Select the Files that you wish to upload. Update the following fields: **Number**, **Title**, and **Description**. Click the **Upload** button.	
	Figure 7.2
The Files will appear in the grid.	
	Figure 7.3
8) Assign RFI Select the Collaboration Tab. Click the **New** Button: Enter the **To Contact Information**. Note: You may simply type the contact name in First Name Last Name. Note: The following fields will be auto-populated: From Company, From Contact, Date Sent, Date Received, Action, Sent From, etc.	
	Figure 8.0

9) Save RFI

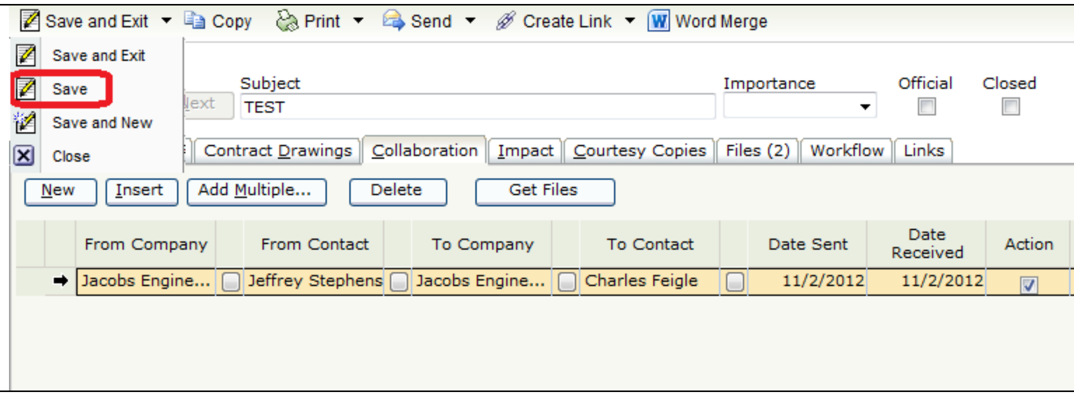
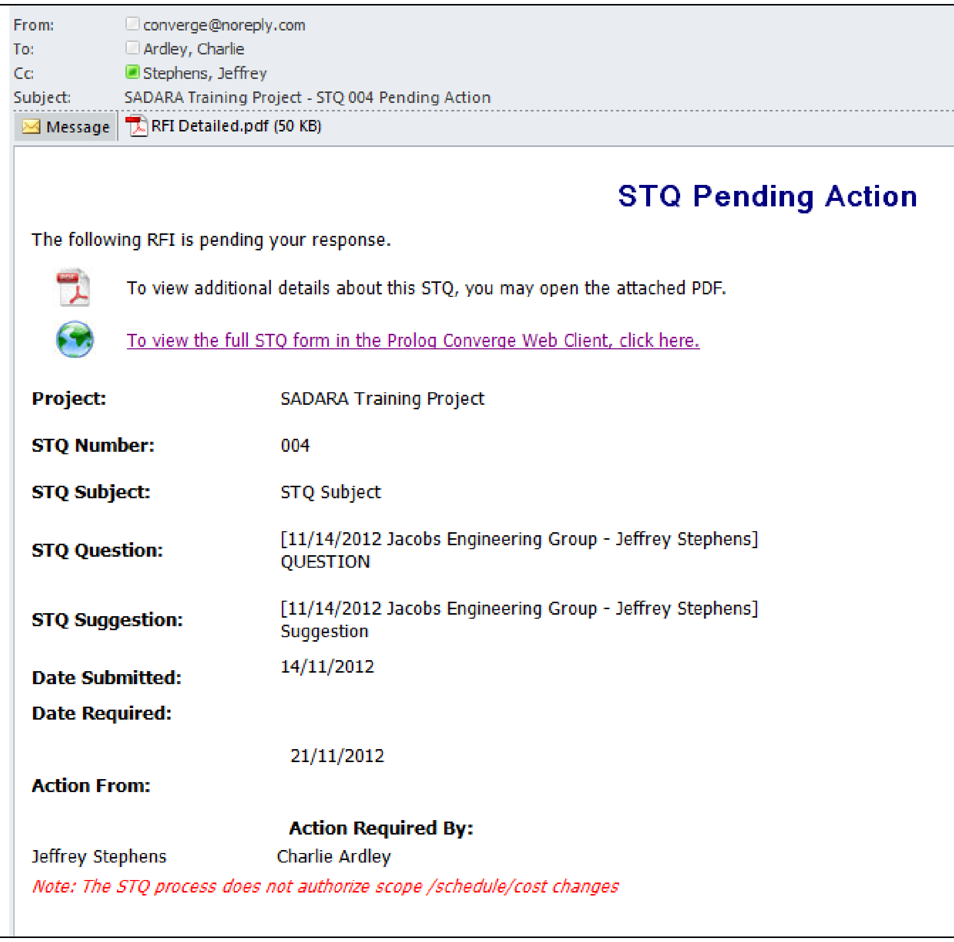


Figure 9.0

10) Notification

A Notification similar to the one right will be send to the TO Contact and the Courtesy Copy recipient will be on the CC line.



From: converge@noreply.com
To: Ardley, Charlie
Cc: Stephens, Jeffrey
Subject: SADARA Training Project - STQ 004 Pending Action
Message | RFI Detailed.pdf (50 KB)

STQ Pending Action

The following RFI is pending your response.

To view additional details about this STQ, you may open the attached PDF.

To view the full STQ form in the Prolog Converge Web Client, click here.

Project: SADARA Training Project

STQ Number: 004

STQ Subject: STQ Subject

STQ Question: [11/14/2012 Jacobs Engineering Group - Jeffrey Stephens] QUESTION

STQ Suggestion: [11/14/2012 Jacobs Engineering Group - Jeffrey Stephens] Suggestion

Date Submitted: 14/11/2012

Date Required: 21/11/2012

Action From: Jeffrey Stephens

Action Required By: Charlie Ardley

Note: The STQ process does not authorize scope /schedule/cost changes

Figure 10.0